

Model Municipal Expense Reporting Form

Claimant's Name: **Town of Westville**

Claimant's Title: _____

Date expense report posted: **April to June 2022**

Paid by Municipality

Name	Title	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage 0.5113	Meals				Other Expenses	Paid by Municipality			
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice		
Sam Graham	Acting CAO	AMA Rules of Order Session Apr 1/22	Course fee		260.71										260.71	
Lennie White	Mayor	Joint Munic/Prov Roads Committee meeting Apr 28				308.00	142.81									142.81
Lennie White	Mayor	NSFM Spring Conference	Registration		422.14											422.14
Lennie White	Mayor	NSFM Spring Conference		Hotel	446.22	578.00	273.45	41.64	55.52	111.03						927.86
Lennie White	Mayor	Lieutenant Gov Garden Party June 15-16		Hotel/Parking	224.05	308.00	145.71		30.81							400.57
Lennie White	Mayor	Travel for various meetings in Pictou County from May 11 to June 21				121.00	56.11									56.11
Meghan Bragg	Councillor	DEANS - ticket The Buoys										52.14				52.14
Meghan Bragg	Councillor	NSFM Spring Conference	Registration		422.14											422.14
Meghan Bragg	Councillor	NSFM Spring Conference		Hotel	295.82	562.00	265.88	27.76	37.01	74.02						700.49
					2,071.08		883.96	69.40	123.34	185.05	52.14	-	-	-		3,384.97

Notes:

Travel expenses include, but are not limited to accommodations, transportation and incidentals

Professional development expenses include, but are not limited to course registration fees

Business purpose of an expense include, but are not limited to: confernces, meetings, municipal events, professional development

Alcohol cannot be expensed by an individual to a municipality

*Municipalities are required by the MGA to report travel, meals and professional development expenses. Municipalities may choose to report other expenses.

Total Claim: 3,384.97